

(The following is a synopsis of the minutes of the West Branch City Council meeting. A video recording is available for inspection at westbranchiowa.org. The minutes are not approved until the next regularly scheduled City Council meeting.)

**West Branch, Iowa
Council Chambers**

**City Council
Regular Meeting**

**October 16, 2023
7:00 p.m.**

Mayor Roger Laughlin called the West Branch City Council regular meeting to order at 7:00 p.m.
Roll call: Council members present: Colton Miller, Jerry Sexton, Tom Dean, Jodee Stoolman and Nick Goodweiler. City Staff present: City Administrator Adam Kofoed, City Clerk Leslie Brick, Public Works Director Matt Goodale, Police Chief John Hanna, City Attorney Kevin Olson, City Engineer Dave Schechinger. Staff attending via Zoom: Heidi Van Auken, Library Director Becky Knoche.

APPROVE THE AGENDA

Motion by Miller, second by Goodweiler to approve the agenda. Motion carried on a voice vote.

APPROVE CONSENT AGENDA

Approve Minutes from the October 2, 2023 City Council meeting
Appoint Max Kober to the Planning & Zoning Commission, term expiration 12/31/2023.
Appoint Amy Guhl to the Planning & Zoning Commission, term expiration 12/31/2024.
Claims for 10/16/2023

EXPENDITURES	10/16/2023	
AMAZON.COM	CLEANING & TANK SUPPLIES-LIBRARY	342.63
ARSL	MEMBERSHIP RENEWAL	50.00
BAKER & TAYLOR	BOOKS	395.86
BARNHART'S CUSTOM SERVICES	WIDENING WAPSI & SHOP TILE REPAIR	7,367.10
BOWERS CUSTOM SERVICES	EXCAVATION TO FIND LEAK	1,125.00
CAPITAL ONE	PROG SNACKS, TANK SUPPLIES-LIB	83.01
CEDAR COUNTY RECORDER	RECORDING FEES	42.00
DEMCO	LIBRARY PROCESSING SUPPLIES	85.27
GIESE, JACOB	BLDG INCENTIVE PAYMENT	873.28
HAWKINS INC	CHEMICALS	2,382.77
HI-LINE INC	SHOP SUPPLIES/SIGN HARDWARE	227.95
IMPACT7G	WIDENING WAPSI CREEK	770.00
IMWCA	IMWCA FY24 INSTALLEMENT 4	2,836.00
IOWA ASSN. MUN. UTILITIES	QUARTERLY SAFETY TRAINING DUES	888.00
IOWA DEPT OF NATURAL	2024 ANNUAL WATER USE FEE	115.00
IOWA ONE CALL	UTILITY LOCATION SERVICE	80.10
KANOPY	ON DEMAND VIDEO SERVICE	26.00
LEAF CAPITAL FUNDING	COPIER LEASE-LIBRARY	142.02
LINN COUNTY R.E.C.	STREET LIGHTS	291.99
MAINSTAY SYSTEMS OF IOWA L	WALL RACK, CABLES, PANEL	288.00
MOPPY MO'S	JANITORIAL SERVICES	927.50
OVERDRIVE INC	DIGITAL & AUDIO BOOKS	262.23
PETERSEN, JOELLE & CORY	BLDG INCENTIVE PAYMENT	1,000.00
PLUNKETT'S PEST CONTROL	PEST CONTROL-TOWN HALL, CITY	105.90
QC ANALYTICAL SERVICES	LAB ANALYSIS	717.75
SECRETARY OF STATE	NOTARY RENEWAL FEE-BRICK	30.00
STATE HYGIENIC LAB	LAB ANALYSIS	397.50
SURVEYING AND MAPPING	ANNUAL GIS WEBSITE MAINTENANCE	3,600.00
WEX BANK	VEHICLE FUEL	1,375.43
TOTAL		26,828.29
PAYROLL-WAGES, TAXES, EMPLOYEE BENEFITS	10/13/2023	50,883.04
PAID BETWEEN MEETINGS		
SISCO	HEALTH CLAIMS 10/10/2023	9.57
VARIOUS VENDORS	UB REFUNDS	66.40
GASKILL, KATHARINE	PERM & TEMP EASEMENT SETTLEMENT	30,000.00
MEARDON, SUEPPEL, DOWNER	ATTORNEY FEES CONTRIBUTION	10,000.00
AMAZON.COM	VARIOUS ITEMS-LIBRARY	79.84
JOHN DEERE FINANCIAL	PAINT	130.97

PITNEY BOWES GLOBAL	POSTAGE METER LEASE-LIBRARY	77.37
QUILL	BARCODE LABELS-LIBRARY	24.74
STATE INDUSTRIAL PRODUCTS	CHEMICALS	243.08
USA BLUE BOOK	CHLORINE INJECTOR, PUMPS	3,699.56
TOTAL		44,331.53
GRAND TOTAL EXPENDITURES		122,042.86
FUND TOTALS		
001 GENERAL FUND	23,500.07	
022 CIVIC CENTER	210.45	
031 LIBRARY	7,614.35	
036 TORT LIABILITY	2,673.62	
110 ROAD USE TAX	6,630.23	
112 TRUST AND AGENCY	6,949.61	
321 WIDENING WAPSI CREEK	47,257.10	
600 WATER FUND	17,917.28	
610 SEWER FUND	7,823.84	
740 STORM WATER UTILITY	1,466.31	
GRAND FUND TOTAL	122,042.86	

No comments.

Motion by Sexton, second by Miller to approve the Consent agenda. AYES: Sexton, Miller, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

PRESENTATIONS / COMMUNICATIONS / OPEN FORUM - NONE

PUBLIC HEARING / NON-CONSENT AGENDA

Public Hearing – on the Proposed Amendment No. 6 to the Amended and Restated West Branch Urban Renewal Plan.

Laughlin opened the public hearing at 7:02 p.m. There were no comments. Laughlin closed the public hearing at 7:03 p.m.

Second Reading Ordinance 808 – Providing that General Property Taxes Levied and Collected on Certain Lots in The Meadows, Part 4A and Part 4B in West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

There were no comments.

Motion by Dean, second by Miller to approve second reading of Ordinance 808. AYES: Dean, Miller, Goodweiler, Stoolman, Sexton. NAYS: None. Motion carried.

Second Reading Ordinance 809 – Providing that General Property Taxes Levied and Collected at 401 Parkside Drive, West Branch, Iowa be paid to a Special Fund for Payments on Loans in connection to the West Branch Urban Renewal Area. / Move to action.

There were no comments.

Motion by Dean, second by Miller to approve second reading of Ordinance 809. AYES: Dean, Miller, Goodweiler, Stoolman, Sexton. NAYS: None. Motion carried.

First Reading Ordinance 810 – Amending the Code of Ordinances of the City of West Branch, as previously amended, by Changing Water Rates. / Move to action.

No discussion.

Motion by Dean, second by Sexton to approve first reading of Ordinance 810. AYES: Dean, Sexton, Miller, Stoolman, Goodweiler, Dean. NAYS: None. Motion carried.

First Reading Ordinance 811 – Amending the Code of Ordinance of the City of West Branch, as previously amended, by Changing Sewer Rates. / Move to action.

No discussion.

Motion by Goodweiler, second by Sexton to approve first reading of Ordinance 811. AYES: Goodweiler, Sexton, Stoolman, Dean, Miller. NAYS: None. Motion carried.

Resolution 2023-108 - Approving and Adopting Amendment No. 6 to the Amended and Restated Urban Renewal Plan. / Move to action.

Stoolman asked if Brown's was agreeable to the twenty-five percent rebate. Kofoed said he spoke with the Mr. Brown and that he was okay with the percentage that Council approved.

Motion by Sexton, second by Goodweiler to approve Resolution 2023-108. AYES: Sexton, Goodweiler, Stoolman, Miller, Dean. NAYS: None. Motion carried.

Resolution 2023-109 – Support and Financial Commitment for the Main Street Program in West Branch, Iowa. / Move to action.

Simon noted that the only differences in former agreements is that the contract is now a four-year agreement versus a two-year agreement, and that no set dollar amount of financial support is required by the City. Kofoed reminded the Council that the City has been pledging fifty percent of the hotel / motel tax to the organization which has typically been around thirteen thousand dollars for the past few years.

Motion by Dean, second by Miller to approve Resolution 2023-109. AYES: Dean, Miller, Sexton, Stoolman, Goodweiler. NAYS: None. Motion carried.

Resolution 2023-110 – Approving Pay Estimate Number 12 in the amount of \$734,586.93 to Boomerang Corp. for the Wastewater Treatment Facility Improvements Project. / Move to action.

Schechinger said Boomerang has submitted two different options for the completion of the project. He advised the council that he will review both options before advising the Council of what they should or shouldn't agree to. Miller (who voted no at the October 2nd meeting), stated "we asked for a letter, we got one".

Motion by Miller, second by Sexton to approve Resolution 2023-110. AYES: Miller, Sexton, Stoolman, Dean, Goodweiler. NAYS: None. Motion carried.

Discussion – Request from the West Branch Lions Club for funds towards a mobility lift

Greg Humrichouse, West Branch Lions Club presented quotes from two companies that sell and install mobility lifts. He said the current lift at Town Hall has been inoperable for quite some time and that the building is no longer accessible for all. The West Branch Lions Club, American Legion and some local businesses have committed financial support toward the purchase of a new lift and asked the City Council to pledge their financial support as well. Humrichouse commented that he had received several comments from donors "why the City doesn't fix the problem" but said he understands the budget constraints. Humrichouse reminded the Council that the Town Hall is used for many private and city functions, and not having an operable lift could become bad press for the city. Stoolman asked if the current lift was repairable. Goodale said that the lift is several years old and not worth fixing. Miller stated his opinion that the (city) "should fix it, or get rid of it", referring to Town Hall, but was supportive of helping paying for cost of a new lift. Kofoed said that this was not an FY24 budgeted expense so the current budget will have to amended. The Council discussed that they City should pay for the entire cost, thus saving sales tax and then the other entities can reimburse the city. The Council directed staff to have a resolution drafted for the purchase of the new lift for the next City Council meeting.

CITY ADMINISTRATOR REPORT

Kofoed said the Historic Preservation Commission will continue working toward obtaining the designation of Certified Local Government status for the downtown area. Kofoed said by having this designation, it will open more opportunities for grants for downtown projects.

CITY ATTORNEY REPORT

Olson said the nuisance property on East Green Street has a new owner and progress should be seen to improve the property in the near future.

CITY ENGINEER REPORT

Schechinger gave updates on the various city projects not noting anything of concern.

STAFF REPORTS - None

COMMENTS FROM MAYOR AND COUNCIL MEMBERS

Laughlin said he had been asked if the I-80 widening project would include ramp closures at the West Branch exit. There were no other comments.

ADJOURNMENT

Motion to adjourn by Sexton, second by Miller. Motion carried on a voice vote. City Council meeting adjourned at 7:33 p.m.

Roger Laughlin, Mayor

ATTEST:

Leslie Brick, City Clerk